

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 23 May 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 15 - 22 May 1956

1. The DDS Cable Refresher was presented to personnel from Security, Medical, and Office of the Director by [] on 22 May. [] has advised us that reports indicate the DDS people who have attended previous refresher sessions have been very satisfied with the course and have felt it most beneficial.

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3. [] lectured in Clandestine Services Review, and [] in Basic Orientation. [] lectured in Basic Orientation, Management, and Supervision.

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4. Arrangements are being completed for [] to join the staff of Administrative Training as an instructor.

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5. [] has indicated that he would be interested in returning to the Office of Training and has so advised Mr. Baird.

6. The Office of Personnel indicated that they would have an answer on the availability of [] as a replacement for []

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7. Publications advised that a photostatic copy of the Finance Handbook had been routed to the Director of Training.

8. [] returned Monday from two weeks annual leave.

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